



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 16358 - Control Officer / Exec Sec - GS-14

Salary Range: \$77,490 - \$141,555

Vacancy Open Period: 12/27/2016 – 01/26/2017

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Deatillees

Division: NCPC/ODIR

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- For Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.

- For a cadre assignment: ◦
 - Current ODNI cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
 - Current Federal Government employees

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission

The National Counterproliferation Center (NCPC) coordinates strategic planning with the Intelligence Community (IC) to enhance intelligence support to the United States (U.S.) efforts to stem proliferation of weapons of mass destruction and related delivery systems. It works with the IC to identify critical intelligence gaps or shortfalls in collection, analysis, or exploitation; and develop solutions to ameliorate or close these gaps. It also works with the IC to identify long-term proliferation threats and requirements and develop strategies to ensure the IC is positioned to address these threats and issues. NCPC reaches out to elements both inside and outside the IC and the U.S. Government (USG) to identify



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new methods or technologies that can enhance the capabilities of the IC to detect and defeat future proliferation threats.

Major Duties and Responsibilities (MDRs)

- Manage the Special Access Programs (SSRPs/SAPs) for NCPC and other National Intelligence Officers and the National Intelligence Managers; maintain proper records for document access, notify key cleared users of new intelligence, and manage Inteltrust accounts.
- Serve as the Continuity of Operations (COOP) coordinator for NCPC. Work with NEIMA to ensure NCPC compliance and integration into Continuity of Government (COG) and COOP planning, preparation, exercises and activities. Ensure Emergency Response Group (ERG) team membership lists are current with pertinent contact information. Work with NCPC leadership and NEIMA personnel to ensure NCPC COOP and COG members are properly trained and equipped to respond in an emergency activation scenario.
- Manage, and coordinate operational and administrative matters, review and investigate issues, and develop solutions and options; maintain situational awareness of issues affecting organizational equities and the status of multiple projects.
- Review, plan, and develop responses to email, correspondence, action items, and taskings; plan and manage priorities and response progress, coordination, and collaboration; track progress against actions from internal and external sources.
- Establish controls and develop processes to monitor the dissemination of information, continually improving and maintaining suspense database systems; maintain records and manage information in compliance with regulations and sensitive compartmentation.
- Plan, manage, coordinate, and integrate work activities, assignments, and projects with managers internal to the ODNI and across the Intelligence Community (IC) to ensure their understanding and the effective completion of initiatives and requirements.
- Serve as the process manager for internal and external communications for NCPC and issue guidance to staff on procedures and style guide formats.
- Serve as liaison to other ODNI and IC Executive Secretariats.
- Provide a weekly 'action status' report to the staff and manage the process for maintaining NCPC's corporate knowledge, i.e. organizing and maintaining official records and correspondence.
- Facilitate access to IT systems for new employees as part of their onboarding and update NCPC group email.

Mandatory and Educational Requirements

- Thorough knowledge of the ODNI, IC agencies' mission, organization, collection, and production responsibilities, as well as ODNI and IC administrative policies, procedures, and authorities.
- Thorough knowledge of IC information management security guidelines, document storage, and classification guidelines.
- Thorough knowledge of mission area daily operational topics, capabilities, and strategic intent, as well as project management concepts and principles.
- Oral and written communication skills to communicate effectively with key stakeholders throughout the IC and United States Government.



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Desired Requirements

- Analytical, critical thinking, and problem solving skills, including the ability to interpret complex information from multiple sources.
- Interpersonal, organizational, and problem-solving skills, including the ability to develop working relationships and networks with internal and external managers and staff.
- Research, planning, and organization skills, and ability to manage changing and competing priorities under strict timelines while maintaining a high level of attention to detail.
- Ability to work effectively with ODNI leaders in a highly active, fast-paced, and demanding organization.
- Previous experience working in the NCPC mission area.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME: Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS: Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER: Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER: Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_D_WMA@dni.ic.gov (classified email system) or Recruitment_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (Candace M.) and hoylegr@dni.ic.gov (Greta H.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.



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Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3663.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3663; Email: Recruitment_TeamD@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.